

U.S. Bankruptcy Court

Helpful Hints and Reminders

When Filing Pleadings:

- Make sure you are using the correct filing code.
- Bankruptcy and Adversary menu items may be used interchangeably. If you do not find something listed in one category, look in the other.
- When entering a new party to a case - do not enter any address information.
- You are **ALWAYS** required to check the box on the attorney/party relationship screen. If you wish to be removed from email service later, you may file the (paperless) event called "Request to be Removed from Email Service"
- When picking up the .pdf image, right click to open prior to submitting so verify you are sending the correct pleading. Also verify you have used the correct signature format: /s/ Sally P. Smith
- Please remember to create your linking. When you see the screen asking if your document relates back to something - the answer is generally yes (usually the underlying motion, or objection if you are responding).
- White text boxes require information to be filled in by you. If you see a white text box in your entry, the court is looking for you to provide some information. Please insert the required language into the text box.

When Filing Claims

- Leave the search field **blank** when searching for a creditor, this will allow you to view every name listed.
- Creditors are listed alpha by first character, please remember to scan the list both by first and last name.
- If you do not see the name you are looking for, follow the link to add the creditor.
- If you see the name you are looking for, but the address is incorrect, follow the link to add the creditor again with the correct address.
- For attorneys - if you see the name you are looking for, but wish the address to be reflected c/o yourself, please follow the link to add the creditor again.